

MOSQUITO ABATEMENT

ST. TAMMANY PARISH

MINUTES

Board of Commissioners Meeting
February 25, 2026

1. Call to Order – The meeting of the Board of Commissioners, St. Tammany Parish Mosquito Abatement District, was called to order at 1:04 p.m. by Chairperson Vicki Traina-Dorge, at the St. Tammany Parish Mosquito Abatement District, 62436 Airport Road, Slidell, LA. Present was a quorum consisting of Dr. Vicki Traina-Dorge, Mrs. Kathryn Townsend, Mr. Glen Boyer, Mr. Tod Klotzbah, and Mr. David Billiot. District employees present were Dr. Kevin Caillouet, Executive Director; Chad Simon, Finance Director, and Sarah Malasovich, HR and Office Manager. Other members of the District Staff present were as follows: Charles Hollis, Richard Frazier, Joshua Foulon, Whitney Look, Haley Marquette, Mollie Davies, Kylie Meliet, Kailynn Wells, Angela Smith, Alyssa Look, Paul Spadoni, Chad Kirkley, Guthrie George, Anthony Baldini, Jericho Gremillion, Mark Bunch, Heather Penton, Meghan Lackner, Briana Hornsby, David McGregor, David Giron, Tara Richard, Lisa Rowley, Kevin Lowrey, Hieu Duong, Weber Janssen, Jennifer Bushnell, and Isik Unlu. Mr. John Scurich joined as a member of the public, indicating that he did not wish to speak.
2. Public Comment – No other members of the public were present.
3. Board Approvals
 - a. Approval of minutes (Appendices 1 – 2) – January 21, February 18 - A motion to approve these minutes was made by Commissioner Townsend, seconded by Commissioner Klotzbach, and carried.
 - b. Credit card purchases – Commissioner Townsend reviewed the credit card statements and associated documentation for January expenditures and found them to be in good order. A motion to approve the credit card purchases was made by Commissioner Boyer seconded by Commissioner Klotzbach, and carried. Commissioner Klotzbach will review the February purchases for the March meeting.
 - c. Travel – There is no travel.
 - d. Executive Director’s Time Card and Leave (Appendix 3) – January, 2026 - Chairperson Traina-Dorge reviewed the Executive Director’s Time Card and Leave for and found all to be in good order. A motion to approve the time card was made by Commissioner Townsend, seconded by Commissioner Boyer, and carried.
 - e. Bids
 - i. Purchase of Jet Fuel (Appendices 4-5) – Facilities Manager Kevin Lowrie shared that two bids for jet fuel were received, from Sun Coast Resources, LLC and from Campbell Oil. The minimum bid received was from Sun Coast Resources, LLC at \$.30 per gallon. A motion to award

this bid to Sun Coast Resources, LLC as recommended by the District leadership, was made by Commissioner Boyer, seconded by Commissioner Billiot and carried.

- ii. Service Performance Review (Appendix 6) – Executive Director Caillouet described the professional service quotes that were requested to perform a service audit to engage an expert review for nationwide best practices. Dr. Caillouet noted that only one organization responded to the RFP and responded with a rate of \$77,090. That organization, Balmoral Group, provided a sample report for Collier County, Florida, to use as an example. Chairperson Traina-Dorge requested additional information. Commissioner Townsend responded that the assessment was very thorough and indicated that she feels this organization is a good subject matter expert. Dr. Caillouet stated that Collier County Florida is operationally very similar to St. Tammany. Commissioner Klotzbach stated that the initial summary of the report the organization provided for Collier County was largely summary of operations vs. recommendations. Further discussion ensued. Commissioner Klotzbach stated that he liked the idea of this review but suggested that the cost is significant and offered reservations. The board asked Executive Director Caillouet to review the metrics and possibly review the scope of the project to help improve the cost, noting that the Collier Country report was based on statutes required by the state of Florida. Commissioner Townsend reiterated that factual representation of this agency from a subject matter expert as aligned with the state regulations of Louisiana would be extremely helpful, suggesting that this expense could be done every five years to review and validate St. Tammany's performance from with technical expertise. Commissioner Townsend also suggested that this could tie in the septic concerns of St. Tammany as well. Commissioner Klotzbach stated that it would be great to provide a document that would help the residents understand and value the efforts of the District.

f. Contracts (Appendices 7 – 17)

- i. Auto Insurance – Progressive
- ii. Commercial General Liability Insurance - Kinsale
- iii. Umbrella Liability Insurance – Kinsale
- iv. Workers' Compensation Insurance – LWCC
- v. Public Officials Insurance – Indian Harbor
- vi. Commercial Pollution - Lloyds of London
- vii. High Limit Pilot Life Insurance (Charles Hollis) – Petersen
- viii. Aircraft Hull & Liability Application – Gallagher

Office & HR Manager Sarah Malasovich outlined the costs of these insurance renewals and compared them to prior year. A motion to approve contracts 1 through 8 was made by Commissioner Klotzbach, seconded by Commissioner Townsend, and carried.

- ix. 2025 Annual Audit and LLA SAUP Engagement Letters – Mauldin & Jenkins – The firm the District used for the 2024 audit is now part of Mauldin & Jenkins. These engagement letters indicate the audit cost will be the same as the 2024 audit, performed in 2025. A motion to approve this contract was made by Commissioner Townsend, seconded by Commissioner Boyer, and carried.
- x. Wipfli Fixed Assets Software – LBMC Technology Solutions – Finance Director Simon reviewed the purpose and use of this software renewal. A motion to approve this contract was made by Commissioner Boyer, seconded by Commissioner Townsend, and carried.
- xi. Final Contract for Cell Phone Tower Installation – Vertical Bridge – This contract will allow the organization to begin the permitting process and move forward. A motion to approve this contract was made by Commissioner Boyer, seconded by Commissioner Billiot and carried.

4. Old Business

- a. Revising STPMAD Five-Year Plan – Year Five – Executive Director stated that this revision will be postponed until after the millage renewal process.
- b. 2026 IMM Plan Open Comment Period – Field Operations Supervisor Josh Foulon reviewed the proposed changes to the Integrated Mosquito Management (IMM) Plan. The major changes include changing the trapping schedule from Monday and Wednesday to Monday and Tuesday, allowing the district to respond faster to treatment needs, especially with aerial treatments. Executive Director Caillouet mentioned that this is an important control to counter insecticide resistance while providing the highest response and service to the residents of St. Tammany. Other major changes included decreasing the retreatment intervals.

5. New Business

- a. Resolution to Call Election (Appendix 18) – Chairperson Vicki Traina-Dorge read into record the Resolution to Call Election, proposed by Commissioner Townsend, seconded by Commissioner Boyer, and passed unanimously with a roll call vote.
- b. Treasurer’s Report (Appendix 19) – Finance Director Simon presented the Treasurer’s Report, summarizing January disbursements, revenue and vendor payments, and reviewed the balances of the accounts, highlighting some larger dollar income and expenses as well as the assigned funds disbursements. Discussion regarding the presentation of the information and comparison to prior years ensued. A motion to approve the Treasurer’s Report was made by Commissioner Townsend, seconded by Commissioner Klotzbach, and carried.
- c. Incidents and Claims Report – There were no new incidents or updates on previous incidents to report.
- d. Addendum 2 to Bylaws (Appendix 20) – Chairperson Traina-Dorge read into record the resolution to amend the Bylaws, presented by Commissioner Boyer and seconded by Commissioner Townsend, carrying unanimously.

- e. BOC Meeting Schedule – Executive Director Caillouet requested the board to consider the time/date of the meeting schedule. The board confirmed they would like to continue with Wednesdays at 1:00 p.m.
 - i. Additional Meetings – Executive Director Caillouet suggested increasing the meeting schedule to bi-weekly throughout the millage election cycle. The Board agreed to make the meetings twice monthly, on the first and third Wednesday of each month at 1:00 p.m., virtually or in person, utilizing the first meeting of each month to cover items outside of regular operations, including millage campaign planning, etc.
- f. BOC Committees – Executive Director Caillouet suggested that committees might be helpful to handle additional meetings. The Board decided to not create committees at this time.
- g. New Positions – Executive Director Caillouet proposed adding three new positions of Deputy Directors: Deputy Director of Administration, Deputy Director of Operations, and Deputy Director of Laboratory Services. These positions would be posted internally. He then proposed salary ranges for each position with a minimum of \$72,970.50 and a maximum of \$138,169.64. Commissioner Townsend requested feedback from the District employees. The employees responded with their feelings about this structural change as well as other changes. When asked if they feel safe in their roles, the general consensus was that the politics have created a feeling of a lack of safety in future positions. Commissioner Boyer stated that he supported Executive Director Caillouet’s decision to fulfil these roles internally. Dr. Caillouet stated that this restructure allows the District to operate slightly “leaner” while meeting efficiencies and allowing the responsibilities to be shared across three positions instead of just one. Additional discussion ensued. A motion to approve these positions and related salary ranges was made by Commissioner Boyer, seconded by Commissioner Townsend, and carried.
- h. 2025 Annual Report – The 2025 Annual Report will be distributed shortly. Executive Director Caillouet presented a preview, highlighting some of the major initiatives, including in-house testing of mosquito pools, and implementing a flexible work schedule. The staff commented that they appreciate the flexible work schedule. Continuing the report, Dr. Caillouet mentioned that the mosquito counts were lower than historical averages, even while having the fourth highest WNND outbreak (at nine cases). Lastly, he mentioned the targeting of the agency in TRAC/GEC. Finance Director Simon reviewed Budgeted vs. Actual Revenue and Expenses.
- i. Commissioner’s Annual Training & Compliance – Financial Disclosure forms must be submitted to the state Ethics by May 15. The Commissioners each received training thumb drives with compliance training for ethics, preventing sexual harassment and cybersecurity.
- j. Director’s Performance Evaluation – Executive Director Caillouet described the process of performance evaluation. Commissioner Townsend asked Commissioner Billiot to introduce himself to the board and staff present.
- k. Chairperson Traina-Dorge requested to add an item to the agenda pertaining to the WDSU newscast. Commissioner Townsend made a motion to add the item to the agenda, seconded by Commissioner Klotzbach. Chairperson

Traina-Dorge stated that the newscast that was aired on Wednesday evening was different than what was voted on during the February 18 board meeting. Executive Director Caillouet wrote a letter to Council Chairperson Tanner, which Dr. Traina-Dorge read aloud. Discussion ensued. The Board recorded that they did not agree with the blanket statement as stated in the newscast.

- I. Calendar of Events – While a formal calendar was not presented, Executive Director Caillouet mentioned that the District is planning a memorial service in April to commemorate the ten year anniversary of the loss of pilots to a plane crash.
 - m. Mosquito Control Report – Executive Director Caillouet shared the top five species, with *Culex salinarius* being the most active in January. A motion to accept this report was made by Commissioner Townsend and seconded by Commissioner Klotzbach, and carried.
6. Adjournment – A motion to adjourn the meeting at 3:12 p.m. was made by Commissioner Boyer, seconded by Commissioner Billiot and carried.

Respectfully submitted



Glen Boyer
Secretary/Treasurer

Appendices 1-2 – Minutes from 1/21 and 2/18

Appendix 3 – Executive Director's Time Card

Appendix 4-5 – Jet Fuel Bids

Appendix 6 – Service Review Bid

Appendices 7-17 – Contracts

Appendix 18 – Resolution to Call Election

Appendix 19 – Treasurer's Report

Appendix 20 – Resolution to Amend Bylaws